

YAKIMA COUNTY BENEFITS

Health Benefits: County contribution of up to a maximum of \$420 per month toward medical/dental/vision/life insurance depending upon plan selection.

Annual Leave: 14 days per year earned during each of the first two years of employment, increasing to a maximum of 30 days per year after 25 years.

Holidays: The County recognizes 10 holidays per year plus two floating holidays, taken at the employee's discretion with department approval.

Sick Leave: Employees are credited with eight (8) hours sick leave for each month of service with a maximum accumulation of 960 hours.

Long Term Disability /Long Term Care and AD&D Policies: An employee-paid long-term disability and accidental death and dismemberment insurance plan option.

ABOUT YAKIMA COUNTY

Yakima County is located in Central Washington, stretching from the Cascade Mountains to the irrigated croplands of the valley floors. The diverse geography offers a wide variety of recreational opportunities including alpine skiing and back-country hiking and kayaking. With over three hundred sunny days per year and four distinct seasons, the area also enjoys a thriving tourism industry. Yakima County is comprised of both urban and rural areas - about 70% of the 210,500 people live within the County's fourteen cities, towns and urban growth areas. Yakima County is ranked first in the state in terms of agricultural production, and is in the top five nationally for a variety of specialty crops.

The Application, Selection and Appointment Process

Applications will be evaluated on the basis of past experience and training. Those rating the highest on the evaluation screening will be scheduled for a personal interview.

Apply immediately! Applications and supplemental questionnaires will be accepted until July 28, 2000. For further information and application forms, contact:

**Human Resources Department
Yakima County Courthouse
128 North 2nd Street Room B27
Yakima, WA 98901**

Telephone: (509) 574-2210

Internet: www.co.yakima.wa.us

In compliance with the Immigration Reform and Control Act of 1986, Yakima County will hire only United States citizens and aliens lawfully authorized to work in the United States.

Accommodation to participate in the job application and/or selection process for employment will be made upon request. Please contact Human Resources for further information.

YAKIMA COUNTY, WASHINGTON



INVITES APPLICATIONS FOR

ROAD MAINTENANCE SUPERVISOR

**Salary Range: \$40,146 – 57,535 per year
Hiring Range To: \$45,341 per year
(Open until July 15, 2004)**

POSTED: June 17, 2004

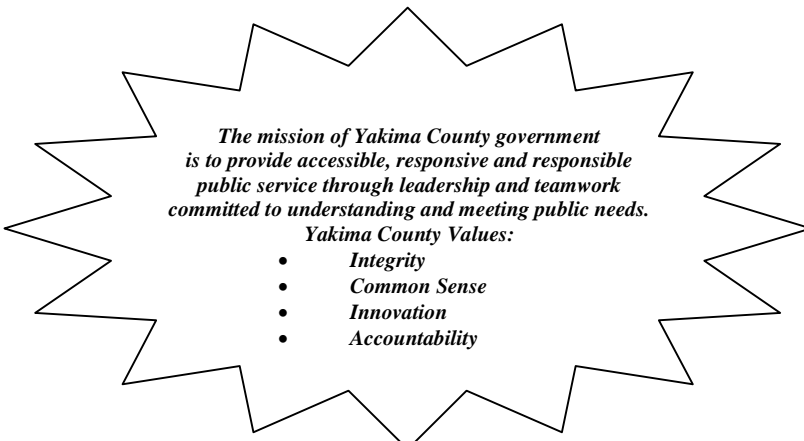
**“AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER”
THE ROAD MAINTENANCE DIVISION**

The Division consists of three Road Maintenance Supervisors responsible for overseeing over 50 employees working from two assignment locales located in Yakima and Sunnyside. Reporting to the Yakima County Road Maintenance Manager, this position is located in the City of Yakima and is responsible for supervising the repair and maintenance of county roads, bridges and right of ways. The County spans over 4,296 square miles and consists of 1,721 miles of roadway and 1,024 bridges and culverts.

THE POSITION

The Road Maintenance Supervisor performs a variety of supervisory duties related to the maintenance and repair of county road, bridges and right of ways by assigning and coordinating resources, staff and activities. This is an exempt, salaried position. Duties include:

Plans, administers, coordinates and evaluates the road maintenance activities of 20+ employees within the geographic area of responsibility by monitoring operations, identifying resources and providing technical expertise. Inventories maintenance features. Analyzes work load. Compiles and maintains activity



*The mission of Yakima County government
is to provide accessible, responsive and responsible
public service through leadership and teamwork
committed to understanding and meeting public needs.*

Yakima County Values:

- ***Integrity***
- ***Common Sense***
- ***Innovation***
- ***Accountability***

records and logs for reports and performance measurements. Compiles and reports worker hours, materials used and equipment time for various maintenance activities.

Assists in the development of, and implements Maintenance Activity Guidelines. Implements Department and County policies. Makes recommendations for adjustments to County and Department policies. Manages daily maintenance operations in the geographic area of responsibility; Acts as a technical advisor by keeping current on technology applicable to area responsibility, evaluating appropriate technologies, and making recommendations to supervisors relating to the purchase and implementation of technologies.

Supervises assigned maintenance staff; Monitors crews and job sites and ensures compliance with applicable laws, rules and requirements related to worker and public safety, environmental compliance, and the protection of public and private property. Ensures resources are available for scheduled maintenance operations; Determines the need for additional resources; Makes recommendations regarding training and cross-training for subordinates. Evaluates employee performance. Makes recommendations and implements decisions regarding employee discipline; Makes recommendations regarding the hiring and termination of personnel.

Meets with citizens regarding complaints and resolves problems within County policies and guidelines. Confers with contractors, utility companies, public agencies, and the general public regarding road use and maintenance issues within geographic area of responsibility.

Determines the need for specialized materials, equipment or services; develops bid specifications and solicits and evaluates bids. Obtains quotes, estimates and prices and procures needed materials, equipment or services. Receives and responds to call-out requests; Serves on call-out rotation.

WORKING CONDITIONS

Work requires both office and field work and may involve interaction with hostile individuals. Requires driving, climbing, reaching, standing, walking on sometimes-uneven terrain, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Medium Work: Exerting up to 50 pounds of force occasionally, and / or 20 pounds of force frequently, and / or 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects.

CANDIDATE QUALIFICATIONS

The successful candidate will be a leader with strong interpersonal and organizational skills; will be aligned with the County mission and values, and will have a positive, business-like approach oriented toward problem resolution. The individual will have a strong quality assurance and customer service orientation, and will be adept at facilitating solutions. The individual must be able to understand and work with issues typical to road and right of way construction and maintenance. Accountability and ability to work under limited

direction are essential to success in this position.

Education and Experience Requirements:

Equivalent to a High School Diploma and seven (7) years of road maintenance or road construction experience including two (2) years at a supervisory or lead level. Valid Washington State Driver's license required at time of appointment.

Competencies (Job Knowledge)

Yakima County is seeking a candidate with a thorough knowledge of Supervisory theories and principles; Material management techniques; Road and Bridge Maintenance Techniques; Equipment Operation; Equipment and Tools used in road and bridge maintenance; Laws, rules and regulations related to road maintenance practices, worker and work zone safety.

Equipment used: Computer, field vehicle, calculator, telephone, fax and copier.

The successful candidate will demonstrate skill in:

Monitoring and evaluating the work of subordinates; Soliciting and evaluating bids for equipment, materials or services; Coordinating multiple road maintenance activities; Interpreting engineering drawings; Organizing staff, equipment and materials needed for maintenance projects; Project management techniques; Establishing and maintaining effective interpersonal relationships at all organizational levels, and with the public; Oral and written communication sufficient to exchange or convey information and to give and receive work direction.

ROAD MAINTENANCE SUPERVISOR SUPPLEMENTAL QUESTIONNAIRE

The purpose of this form is to provide a screening committee specific information regarding your qualifications for the Road Maintenance Supervisor position. This information, along with your County application form, will be used to assist the committee in selecting candidates to be invited to oral interview(s). Your responses should be as complete and specific as possible; only the most qualified candidates will receive further consideration. (Use additional sheets as needed.)

All applicants must submit this completed form along with their application form. Please describe your work accomplishments, experience, education, and training that has provided you with the skills, knowledge, and abilities in the specialized area of assignment.

1. Please describe your experience regarding the supervision of maintenance and construction of roads, bridges and right of ways. Include any projects for which you were responsible.
2. Please describe your experience in developing bid specifications, obtaining quotes, estimates and procuring materials, supplies and services for a project.
3. Please describe your experience supervising employees and in prioritizing, assigning and monitoring the work of others.
4. Please describe any formal education you have in construction management.

